

MOA Quarterly Reporting Guidance Document

Background

- Quarterly reports are to be completed using the provided forms. Electronic versions are available by visiting www.gaswcc.org and following the “E&S Information” link.
- All reports must be submitted to the following entities:
 1. Original: Local Soil and Water Conservation District
 2. CC: Urban Water Resources Program Manager (Copy)
GA Soil and Water Conservation Commission
4310 Lexington Rd.
P.O. Box 8024
Athens, GA 30603
- Quarterly Reports must be submitted according to the following timeline:
 - Quarter 1 (July 1 – September 30): Submit by October 31
 - Quarter 2 (October 1 – December 31): Submit by January 31
 - Quarter 3 (January 1 – March 31): Submit by April 30
 - Quarter 4 (April 1 – June 31): Submit by July 31

Reporting Forms

Plan Reviews

All plans that are reviewed must be entered into the “Plan Review Summary” form. This should only include erosion and sediment control plans. Each section should be completed for every plan review. Only plans that are reviewed during the reporting period should be entered. Please do not continue to report “on-going” projects.

An Excel Workbook is available electronically for reporting use. This workbook includes a separate worksheet for each quarter in FY07 as well as a “Setup” worksheet which should be completed before printing any forms. This workbook is available at www.gaswcc.org by following the “E&S Information” link.

Quarterly Report Coversheet

Plan Review Summary

The numbers reported in the “Plan Review Summary” section of the coversheet should agree with the “Plan Review Summary” report.

Enforcement Activity Summary

Each MOA may provide its own form of documentation for the “Enforcement Activity Summary” section of the coversheet. However, any figures reported without proper documentation will not be accepted. Again, all enforcement activity related to erosion control activities should be reported.

Other Activities

Please include any other activities that are related to erosion and sediment control. Examples include hiring of new inspectors, additional certification and training as well as other program accomplishments.

The “Quarterly Report Coversheet” must be completed, printed and signed for each Quarterly Report.

Any questions relating to reporting should be addressed to:
Jason Ulseth at julseth@gaswcc.org or (770) 761-3020